timeQplus™ Setup Wizard Questionnaire

(La version Française de ce document se trouve sur votre CD timeQplus dans le dossier de documentation. La versión Española de este documento se puede encontrar en el CD timeQplus en la carpeta Documentación.)

Thank you for your recent purchase of timeQplus from Acroprint. This document will help you gather the information you will need to make navigating the timeQplus Setup Wizard a quick and easy process. We recommend that you install timeQplus on the server PC first and then add any additional client PCs and/or hardware devices.

Note: Data input during the Setup Wizard can be modified* after timeQplus is installed. You can choose to skip the Setup Wizard and configure your company data at a later time by clicking 'Next' on each screen. You will, however, be required to enter a password in order to exit the wizard and log into the software.

* Once you complete the Setup Wizard, you will not be able to change your *Current Pay Period* <u>start date</u> to a date in the past [from the current date]. You will need to *initialize* your database [all data is lost] and run the Setup Wizard again.

Pay Period

Please specify the following:

1. Pay Period Length (select one):　○ Weekly　　○ Bi-Weekly　　○ Semi-Monthly　　○ Monthly
2. Current Pay Period Start Date:
3. For Semi-Monthly, Next Pay Period Start Date:

Holidays

Should holidays be paid automatically?　○ Yes　　○ No

If yes, how many calendar days after hire date will employees become eligible for holiday pay?

Please use the space below to list the holidays observed by your company.

Time Card Approvals

Should *Hourly* employee Time Cards be approved prior to exporting hours to payroll?	○ Yes　　○ No
Should *Salaried* employee Time Cards be approved prior to exporting hours to payroll?	○ Yes　　○ No

Shifts

For *Salaried* employees, there is one Salaried shift that can be configured.

- **Shift Name** (user defined; default value is "Salaried"):
- **Salary hours paid per pay period:**
- **If holiday hours should be paid automatically, the number of hours to pay for a holiday:**

For *Hourly* employees, you can configure up to 12 Shift profiles to reflect the different schedule and overtime policies used within your company. Please use the space below to record settings for up to 6 shifts. Copy as needed for additional shifts.

	Shift 1	Shift 2	Shift 3	Shift 4	Shift 5	Shift 6
Shift Name (user defined; default values are "Shift 1", "Shift 2", etc.)						
Shift Start Time						
Round - the number of minutes before Shift Start Time that an employee's "early" IN punch will be treated as if it occurred exactly at Shift Start Time.						
Grace - the number of minutes after Shift Start Time that an employee's "late" IN punch is still considered on time.						
Dock - the number of minutes an employee will lose for punching IN later than Shift Start Time.						

	Shift 1	Shift 2	Shift 3	Shift 4	Shift 5	Shift 6
Shift Stop Time						
Round - the number of minutes after Shift Stop Time that an employee's "late" OUT punch will be treated as if it occurred exactly at Shift Stop Time.						
Grace - the number of minutes before Shift Stop Time that an employee's "early" OUT punch is considered on time.						
Dock - the number of minutes an employee will lose for punching OUT earlier than Shift Stop Time.						
Lunch Start Time						
Lunch End Time						
Lunch Duration (the length of the lunch period in minutes)						
Auto After – If *Lunch Duration* should be automatically deducted, after how many work hours should the deduction occur?						
Level 1 Overtime						
For Daily, after how many hours worked does overtime begin?						
For Weekly, after how many hours worked does overtime begin?						
Level 2 Overtime (Doubletime)						
For Daily, after how many hours worked does doubletime begin?						
For Weekly, after how many hours worked does doubletime begin?						
Weekly OT Starts on - On which day of the week does your workweek begin?						
Would you like to enable 7th day overtime?						
Pay Interval Round – To round employee total work time, please choose one of the following: *1 min* (default), *5 min*, *6 min*, *10 min*, *15 min*.						
Max Time On Clock (in hours and minutes) - The system will assume an employee failed to punch OUT after this period of time has passed since the last IN punch; default is 12:00.						
Day Change Offset (in hours and minutes) – Indicates when the day begins for this shift; default is 00:00 (12am).						
If holiday hours should be paid automatically, please specify the number of hours to pay for a holiday.						

* For detailed descriptions of these settings, please reference the *timeQplus User Guide* located in the **Documentation** folder on your installation CD.

Please contact Technical Support at 919-872-5800 / 800-334-7190 if you have any questions or need assistance with your timeQplus installation. Acroprint offers 30 days of free support (proof of purchase is required). To receive assistance after 30 days from date of purchase, an annual support agreement is required. Pay per call options are also available. Visit www.acroprint.com to review the support page and FAQs.